

OTR Registry

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MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Briefings on CIA for Visiting and External Groups

1. A marked increase in the number of requests by outside groups to visit CIA Headquarters for briefings on the Agency is starting to place a strain on Agency resources-- personnel and particularly facilities. At the same time, requests for an Agency officer to appear before outside groups-- governmental, academic, religious and civic--are also increasing and are considerably more widespread geographically. These trends make it timely to raise some basic questions as to our approach.

2. In the case of both visiting and external groups, the nature and content of such briefings may also need broad, conceptual review to determine generally which points should be emphasized and how questions should be answered in the light of our being "open" while still maintaining necessary secrecy. Additional considerations are how to avoid stimulating requests related to the Freedom of Information and Privacy Acts and what steps to take in outside situations when a representative of the press is unexpectedly present, as happened recently.

3. The Office of Training--the Special Programs Officer and the Briefing Officer of the Intelligence Institute-- receives requests for such briefings from several channels. Most requests for outside briefings are referred from the Assistant to the Director, Mr. Thuerner; some come from the Legislative Counsel and from your own office; and some are received directly by Mr. [REDACTED] as a result of his past appearances or other knowledge of him as the Agency Briefing Officer. Most come from local groups. Although the number is increasing, Mr. [REDACTED] with the support of Mr. [REDACTED] when we cross-trained last summer as a backup briefer, has been able to accommodate all requests.

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4. In recent weeks, however, Mr. [REDACTED] has been STATINTL called upon to travel to southern Virginia, New Jersey, Connecticut, Ohio and Pennsylvania for briefings. We believe that this trend will continue. While there have been exceptions, it is our general practice to respect an Agency guideline issued about three years ago to avoid public appearances on college campuses and to defer these to the DDI Coordinator for Academic Relations. It would be helpful to know if this guideline still obtains.

5. The immediate cause of concern, and not just from OTR's standpoint, are the Special Programs conducted for groups visiting the Agency. Until calendar year 1975, there was a relatively predictable number of groups visiting the Agency--the Brookings Businessmen's groups; Federal Executive Institute classes; State Department Senior Seminar on Foreign Policy; Joint Chiefs of Staff/Defense Intelligence Agency groups; Defense Intelligence Military Attache and National Senior Intelligence Courses; U.S. Army Institute for Military Assistance, Ft. Bragg; and the NSA National Senior Cryptologic Course. With the exception of the Brookings program which meets in the Executive Dining Room and the Director's Conference Room, these are governmental groups participating in courses scheduled sufficiently in advance to permit us to coordinate the use of Headquarters classrooms with intra-agency courses and activities. There are always date changes, however, to which we have to adjust, and schedule conflicts for Headquarters classrooms even six months ahead are not unknown.

6. New groups of a different character have now come into the picture. They tend to be composed of lower-level governmental personnel and private groups. Some ask to make a visit on very short notice, and appear to be stimulated by a desire to "come to the mountain" to hear about CIA directly from senior Agency officials, including the Director. The latter phenomenon has resulted in more frequent requests for talks by senior Agency officers, yourself included, and in conflict over use of meeting rooms which have already been booked by other activities. Among these groups are the White House Fellows; intelligence research specialists from the Army, Navy and Air Force at Fort Meade; junior officers from the Foreign Technology Division, Wright-Patterson Air Force Base; members of the Harvard Business School Washington Alumni and of the American Institute of Aeronautics and

Astronautics (evening programs); several mid- and junior-level NSA groups; the State Department's Basic FSO course and a mid-level FSO course; and the Industrial College of the Armed Forces. In the past, the Agency has sent briefing officers and lecturers to meet with several of these groups on their home territory but they have an evident preference to visit CIA's Headquarters.

7. OTR has on a number of recent occasions preempted Classrooms 1A07 and 1A13 for these groups, much to the disgruntlement of SE Division (Operations Course), OJCS (computer training courses) and EA Division (Operations Course). Theaters under the jurisdiction of Central Reference Service have been used in several instances, but these are poorly lighted and ventilated, with no place for coats and no vending facilities. Escorts must be provided for visitors going to rest rooms some distance away and for smoking/coffee breaks. When programs are conducted under such circumstances, OTR professional and clerical personnel are detached, with disruption of their regular duties in this building, for escort duty.

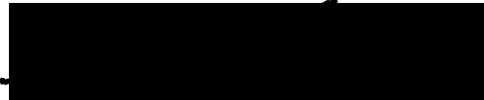
8. The Auditorium is a barn-like setting for small groups of 30 to 50 persons. We do plan to take advantage of your suggestion to use the two former clerical training classrooms in the Ames Building for junior and mid-level groups, but we expect some disappointment from them over not visiting Headquarters Building.

9. If the Agency continues or even increases its hosting of outside groups, we perceive the need for a facility in the Headquarters Building to be used primarily to accommodate perhaps 75 persons for briefings and other public relations programs.

10. The Agency is currently taking a "reactive" posture in relation to these briefing activities. Requests for briefings are accepted, but are neither extended nor stimulated by us. I believe this approach should be reviewed to assure that we are focusing in the most effective way our efforts to achieve greater understanding within our society about the essentiality and practices of an intelligence arm. It should be pointed out that many groups or the majority of persons in a group visiting the Agency presumably are not anti-CIA, but we are failing to reach large numbers of those less favorably disposed, especially within the press and academic environments.

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11. You will recall that the Center for the Study of Intelligence in April 1975 produced a study of the Agency's contacts with the public and made some recommendations for consideration by the Management Committee. While the statistical dimension has increased, the essential points made in that study remain valid. This may be a propitious time for Agency top management to take stock and consider a more comprehensive, integrated approach in dealing with the public. Meantime, you are assured that this Office will strive to carry out its part of this important task in a responsive and effective fashion.



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Alfonso Rodriguez
Director of Training

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